

# **CRAVEN COUNTY, NORTH CAROLINA**

## **Employment Vacancy Posting**

**POSITION:** Recreation Park Attendant (208-3)  
**LOCATION:** Craven County Recreation Department  
**HIRING RANGE:** \$10.00 per hour  
**JOB TYPE:** Part-time  
**POSTING DATE:** September 22, 2015  
**DATE AVAILABLE:** Immediately  
**CLOSING DATE:** October 1, 2015

### **PRIMARY PURPOSE OF POSITION**

The primary purpose of this position will be to work with league officials and to supervise activities at Creekside Park. On occasion, employee may work at West Craven Park or the Latham Whitehurst Nature Park.

### **ESSENTIAL JOB FUNCTIONS**

Supervise activities, events, tournaments, programs and picnic shelter reservations at Creekside Park. Enforces park rules including smoking, drinking, dogs and reckless behavior. Maintain a good relationship with league officials and assist them with their needs. Position will be responsible for making sure that groups are in the right locations for their reservations. Work is performed independently and under the general supervision of the Recreation Assistant Director.

### **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from High School, at least 18 years old and have some general recreation knowledge. Must have a valid North Carolina driver's license. Knowledge of Creekside Park and locations of all equipment is desirable. Ability to work well with the general public and league officials. Ability to work outside in all the elements.

### **ADDITIONAL JOB FUNCTIONS**

Observe any issues with facilities or equipment and report them to the Assistant Director. Keep a constant check on picnic shelters and restrooms to ensure cleanliness.

### **HOW TO APPLY**

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Billy Wilkes at 252-636-6606.

Craven County is an Equal Opportunity Affirmative Action Employer.

